

#### After participating in the course, you will be able to:

- Understand the context, regulatory framework and guidelines of hydrogeological investigation in urban land development.
- Understand basic principles of hydrogeology, soil and aquifer hydraulic properties, groundwater flow and physiography and groundwater flow characterization
- Understand the fieldwork methodologies for the completion of hydrogeological investigation, including but not limited to monitoring wells and hydraulic conductivity tests.
- Understand and apply water balance calculation methodologies to pre and post-development scenarios
- Understand and develop short-term and long-term dewatering scenarios and calculations
- Understand the concept and methodologies of water taking and regulatory requirements of Permit To Take Water

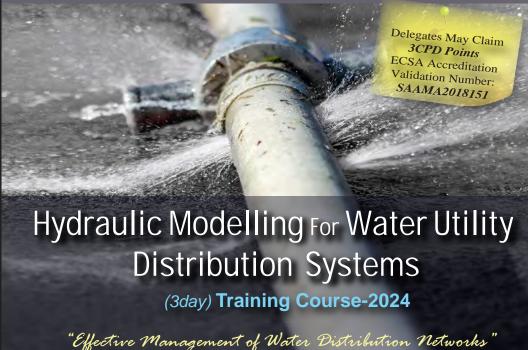
### Who Should Attend?:

Engineering Consultants • Hydrogeologists • Hydrologists (Stormwater Management) and Environmental Consultants

- Planners Construction Project Managers Architects
- Landscape Architects

#### **Course Outline:**

- Review of hydrogeology and flow in porous media.
- Regulatory framework and guidelines for hydrogeological investigation
- Field Work details: Monitoring wells, Hydraulic conductivity tests. etc.
- Pre and post development water balance calculation methodologies.
- Construction and long-term dewatering calculations and regulatory framework.
- Permit to take water.





### **Online Training Course**

# **LIVE ZOOM' WEBINAR:**

Dates: 14th - 16th February 2024

**Time:** 9:00am to 17:00pm

"The fees include training materials booklet, a certificate of attendance, and you can claim CPD points."

### **PUBLIC TRAINING:**

Dates: 20th - 22nd February 2024

Venue: The Capital On The Park, Sandton, South Africa.

**Date:** 4th - 6th March 2024

Venue: The Capital Hotel, Cape Town,

South Africa

#### About the Course:

Water distribution networks are crucial for supplying water for residential areas, hospitals, educational institutions, industrial zones, commercial areas, and for firefighting purposes. This hydraulic modelling for water utility distribution systems training course provides participants with a greater working expertise and understanding of water distribution system.

This Hydraulic Modelling for Water Utility Distribution Systems training course will present concepts and tools to analyze and design water distribution networks. Topics covered will include fundamental hydraulic principles and overview of the design standards of water distributions systems.

This Hydraulic Modelling for Water Utility Distribution Systems training course will highlight:

- Understanding principle of hydraulics
- Hydraulic network analysis
- Model network development
- Model validation and improvement
- Water supply and water demand projection
- Mass balance and demand per capita
- Conceptual model calibration

#### Who Should Attend?

This Hydraulic Modelling for Water Utility Distribution Systems training course is suitable to a wide range of professionals but will greatly benefit:

- Engineering and Public Works Directors
- City Engineers, . Consulting Engineers
- Water Distribution System Managers
- Infrastructure Managers

"By participating in this workshop, you will focus on the practical application of sound planning, design, construction and maintenance practices for open channels and culverts"

An Intensive (2-Day) Hydraulic, Civil and Environmental Training Workshop-2024 on



# URBAN STORMWATER MANAGEMENT AND HYDRAULIC DESIGN | Training Workshop-2024

"Best Practices in flood Control, Drainage design and Stormwater Management"

### **PUBLIC TRAINING:**

Dates: 21st - 22nd February 2024

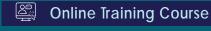
**/enue:** The Capital On The Park, Sandton,

South Africa

6th - 7th March 2024

Venue: The Capital Hotel, 15 on Orange Street,

Cape Town, South Africa



### LIVE ZOOM' WEBINAR:

**Dates:** 12th - 13th February 2024 **Time:** 9:00am to 17:00pm,

"The fees include training materials booklet, a certificate of completion, and you can claim CPD points."

#### Course Overview:

By participating in this Training Course, you will focus on the practical application of sound planning, design, construction and maintenance practices for open channels and culverts. Culverts rehabilitation will also be introduced with state-of-the-art practice tools. An understanding of the hydrological and hydraulic principles that underlie practical design will also be developed.

Case studies will be presented to demonstrate in very practical terms the pros and cons of alternative strategies, the pitfalls that can be avoided, and the design features that characterize successful installations. The uniqueness of this workshop is its emphasis on hands on exercises for designing the various components of channel and culvert structures. You will not only leave with the confidence that you understand the concepts but you can also apply the knowledge gained to your projects.

#### Who Should Attend?

- o Civil Engineers, Consulting Engineers, Environmental Engineers
- o Project Managers, Hydrologists, Enviro Geologists, Hydrogeologists.
- o Municipal Engineers.
- o Geotechnical Engineers and Consultants.
- o Water Resource Engineers, & Environmental Scientists.
- o Infrastructure Planners.
- o Design Engineers, & Consultants.
- o Developers.
- o Technical Personnel (Senior and Junior Technicians).
- o Municipal Roads and Stormwater Directors/Managers.
- o Others responsible for water related systems and facilities.



"Implementing quality enhancement measures in the production of construction documents"



# **Online Training Course**

**Dates:** 14th - 16th February 2024 **Time:** 9:00am to 17:00pm

Delegates can Claim

3-CPD Points after

Attending the training

"The fees include training materials booklet, a certificate of attendance, and you can claim CPD points."

### PUBLIC TRAINING (In-person)

Dates: 21st - 23rd February 2024

Venue: The Capital On The Park, Sandton,

South Africa

Dates: 6th - 8th March 2024

Venue: City Lodge Hotel Umhlanga Ridge,

Durban, South Africa

**Dates:** 13th - 15th March 2024

Venue: The Capital Hotel, 15 on Orange Street,

Cape Town, South Africa

#### About The Training Course:

One of the crucial means for controlling construction costs and reducing claims is to keep change orders and costs to a minimum. This can be achieved by exercising greater care during the preparation of design, bidding and construction documents; ensuring the viability of design; improving the quality of working drawings and specifications; and being wary of the common causes of claims leading to cost overruns.

This practical program explains where we are now, where we want to go and how to get there. This program prepares you to focus on design and production control, the review and evaluation of contract documents, and the bidding and contract award process.

#### After participating in this course, you will be able to:

- Improve communications and design-review procedures.
- Implement quality enhancement measures in the production of construction documents.
- Improve the quality of design, bidding and construction documents.
- Avoid future errors in the communication of construction information and prevent claims.

### Who should attend this course?

- · Designers,
- Architects ,
- Engineers,
- Professionals.
- Project Managers
- Planners.
- · Contractors.
- Owners,
- Government, Institutional and Private Sector Owners.
- Construction Personnel.

# Hydrogeological Investigation in Urban Land Development Projects



# **Description Workshop:**

In general, the main objective of a hydrogeological study/investigation is to evaluate whether the proposed application (i.e. land development) is likely to result in adverse/negative impacts on the aquifer, existing groundwater users or natural functions of the ecosystem relying on groundwater.

The expected content of a hydrogeological assessment is broken out into three sections: Existing Conditions;

Impact Assessment; and any hydrogeological study/investigation will require both
a desktop review of information and data and field work for baseline characterization
of the subsurface environment, such as groundwater flow and aquifer hydraulic
properties and infiltration.

The fieldwork will include the installation of monitoring wells, groundwater elevation measurements, as hydraulic conductivity testing (e.g. slug test). Upon completion of the existing condition characterization, the impact of the proposed development on the aquifer, surrounding groundwater uses and other environmental components interacting with the subject aquifer is determined.

Water balance in pre and post-development conditions is also calculated, and deficiencies in water infiltration and aquifer recharge are calculated.

Construction and long-term dewatering of groundwater will also be reviewed in accordance with applicable regulatory frameworks.

This course will provide the participants with a comprehensive understanding of the concept and requirements of hydrogeological study/investigation, applicable guidelines and regulatory framework, planning the field work and preparing a hydrogeological report. *An example case will also be reviewed.* 



# COURSE OUTLINE-(Day 1 and 2)

8:30 – 9:00 am: Registration.
9:00 am: Session Start Time.
10:00 am - 10:15 am: Tea Break
13:00 pm - 14:00 pm: Lunch Break
15:00 - 15:15 pm: Mid Day Tea Break
17:00 pm: End Of The Training.

All timing are approximate due to the interactive nature of the training.

# **DAY 1**:

#### Session 1:

- Overview of Hydrogeological Investigation.
- · Regulatory Frameworks and Guidelines.

#### Session 2:

- Basic Principles of Hydrogeology, Physiography and Hydrology.
- Soil And Infiltration Characterization.
- · Aquifer and Groundwater Characterization.

#### Session 3:

- Field Work.
  - 1). Monitoring wells.
  - 2). Groundwater elevation measurement.
  - 3). Hydraulic conductivity tests.
  - 4). Slug test explained.

### Session 4:

- Understanding Water Balance (infiltration, runoff, evapotranspiration).
- Pre and Post-Development Water Balance Calculation Methodology.
   End of day 1; Training Workshop.

# DAY 2

#### Session 1:

- Concept of Dewatering
  - 1). Short-term (construction) dewatering.
  - 2). Long-term (permanent) dewatering.
  - 3). Calculation methodologies.
  - 4). Regulatory frameworks and guidelines.

#### Session 2:

- Permit to Take Water.
  - 1). Required information for submission.
  - 2). Short-term and long-term dewatering applications.
  - 3). Relevant discharge policies (such as foundation drainage policy (examples & case sudies).

#### Session 3

- Impact Assessment of the Development on...
  - 1). Groundwater/aquifer, infiltration rates and recharg.e
  - 2). Surrounding groundwater users.
  - 3). Other water bodies interacting with the subject groundwater.
- Mitigation Measures.
  - 1). Introduction to Low Impact Developments (general description).

#### Session 4:

Case Example and Discussions.
 End of day 2; Training Workshop.

# Urban Stormwater Management And Hydraulic Design\_2024

### Course Objectives:

By participating in this course, you will improve your overall hydraulic Design knowledge and urban stormwater management Principles and;

- Use appropriate assumptions and simplifications to solve hydraulic problems Broaden your understanding of the technical design and installation/repair issues related to transportation, flood protection and urban drainage use of channels and culverts.
- Strengthen your skills for channel and culvert design and construction techniques.
- Work with hydrographs, rainfall intensities, runoff, and probability concepts.
- Understand the role of hydraulic computer models.
- Become knowledgeable about new techniques, technologies and applications for channel and culvert installations.
- Learn how culvert design that meets the hydraulic, structural and environmental needs of a specific area will provide more cost-effective storm drainage.
- Size your open channels and accurately predict their depths of flow - (water surfaces).

### COURSE OUTLINE-(Day 1, and 2)

8:30 – 9:00 AM: Registration.9:00 AM: Session Start Time.16:30 PM: End Of The Training.

All timing are approximate due to the interactive nature of the course.

#### Session 1: General overview of stormwater management

- Introduction to Urban stormwater Management
- · Co-ordinated Urban Drainage.
- · Objectives and Goals.
- · Stormwater Management policies.
- · Flood plain risk assessment.
- Development control guidelines.

#### Session 2: Integrated catchment Management.

- International best Practise.
- · Good Planning and design principles.
- · City of Johannesburg Integrated Catchment Management.

# Session 3: Practical design and methods for the control of blockages at bridge crossings.

- Low water crossings design aspects.
- · Debris control interventions at road crossings.
- Debris control interventions at road crossings.
- · Practical methods for the control of blockages.

# Session 4: Best Management practices (BMP's) & Sustainable Urban Design Standards.

- Introduction to BMP's.
- · Structural&non-structural BMP's.
- · Water sensitive Design.
- SA Guidelines for Sustainable Urban Drainage Systems (SuDS).
- International trend on SuDS.
- · Water sensitive Urban Design.

#### · Bio filters for stormwater discharge pollution Removal.

- · Climate change: International research.
- · Climate change: The South African situation.
- · Climate Change Adaption and Stormwater.

#### Session 6: Legal aspects.

- · The South African Law
- International Best Practise.
- Liability claims.
- · Case studies.
- Lessons learnt.

# Session 7: Hydrological Modelling & Urban drainage design.

#### Introduction to Hydrological modelling.

- Urbanisation and impact of stormwater runoff.
- The Rational Method.
- · Standard Design Flood (SDF) Method.
- · Soil Conservation Services (SCS) Method.
- Case study: Protea Glen Catchment.
- Calibration of Hydrological models.
- Introduction to Urban Drainage Design.
- Major and Minor Drainage Systems.
- Flood attenuation.
- Retention and Detention ponds.

#### Session 8: Hydraulic design.

- Introduction to open channel hydraulics.
- HEC-RAS: open channel Hydraulic modelling.
- · Floodplain Mapping.

#### Session 4: Construction of stormwater systems.

- · Common design errors.
- Underground drainage systems.
- · Road drainage systems.
- · Culverts and bridges.

# **Session 5:** Operation and maintenance of stormwater systems.

- · Importance of Maintenance actvites.
- · Problems caused if no maintenance is done.
- Potential liability claims.
- · Operation and Maintenance program.

#### Session 6: Environmental Compliance.

- Legal Framework.
- National Water Act.
- · National Environmental Management Act.

#### Session 7: Overview of drainage design software.

- Commercial available software.
- Comparison and costs of models.

# Session 3: Culverts, kerb inlets and urban stormwater drains.

- Culvert hydraulics .
- Design aspects of concrete pipes and portal culverts.
- Typical examples of culverts and Bridge crossings.
- Road way and Kerb inlets drainage.

# Hydraulic Modelling For Water Utility Distribution Systems\_2024

# Objectives:

# At the end of this Hydraulic Modelling for Water Utility Distribution Systems training course, participants will learn to:

- Collect hydraulic data.
- Evaluate the hydraulic losses in the piping network system.
- Select the suitable pumps.
- Identify model assumptions.
- Develop and optimize the hydraulic model.
- Validate the developed model.
- Improve the model.
- Apply the model for some cases.
- Assess water quality within the distribution system.

#### **How will this Training Course be Presented?**

This training course will be delivered along workshop principles with presentation, video clips, multimedia illustrations and interactive worked examples. Group discussions will be followed to enhance the skills of the participants. Amount of time will be devoted to teaching the participants how to apply and interpret the developed hydraulic model.

# COURSE OUTLINE-(Day 1, 2, and 3)

08:00 - 08:30 Registration and early morning tea.

08:30 - 09:00 Facilitator's opening remarks and morning session.

09:00 - 10:00 First Morning Session starts.

10:00 - 10:15 Tea Break.

10:15 - 13:00 Second Morning Session.

13:00 - 14:00 Networking Luncheon.

14:00 - 15:00 Afternoon Session.

15:00 - 15:15 Mid Afternoon Break.

15:15 - 16:00 Afternoon Session.

16:00 - 16:30 Questions and closing remarks.

17:00 End of training.

All timing are approximate due to the interactive nature of the course.

#### **SESSION 1:** HYDRAULIC PRINCIPLES.

- Introduction.
- Review of continuity, momentum, and energy equations
- · Total grade line and hydraulic grade line.
- Friction and minor loss expressions, flow through single pipes, pipes in series and parallel.
- Pumps classification and performance.

#### **SESSION 2: PROBLEM IDENTIFICATION.**

- · System distribution layout.
- Water demand profile.
- · System location.
- · Water supply resource.

#### **SESSION 3: SYSTEM DESIGN.**

- Distribution system planning.
- Pipeline design.
- Distribution and transmission system valves.
- Pumps selection.
- Hydraulic design of water distribution tanks.
- · Water quality in storage.

#### **SESSION 4: HYDRAULIC MODEL**

- Model parameters.
- Pressure driven analysis.
- Demand driven analysis.
- · Leakage modelling
- Model validation.
- Hvdraulic network model calibration.

#### **SESSION 5:** MONITORING TOOLS.

- Leakage detection and control module.
- Water quality module.
- Pump and reservoir optimization module.
- · Pressure optimization module.
- Pressure control Module.
   Case studies.
  - End of the Training Course, and Thank you for your Participation.



# Avoiding Construction Claims by Improving the Quality of Drawings, Specifications and Bidding Documents

#### **COURSE OUTLINE:**

- Legal issues, New approaches.
- · Producing documents: difficulties and shortcomings.
- · Change orders and delay claims.
- · Avoiding problems: drawings and specifications.
- · Construction costs: cost planning and cost control.
- · Selecting professionals.
- · Owner assessments of documents.
- · Planning and Design Stages.
- Workshop and teamwork.

# COURSE OUTLINE-(Day 1, 2, and 3)

8:30 - 9:00 AM: Registration. 9:00 AM: Session Start Time. 16:30 PM: End Of The Training

All timing are approximate due to the interactive nature of the course.

#### The Problems: Where Are We Now?

Welcome, Introduction, Workshop Preview, Learning Outcomes and the Assessment Method.

#### Overview:

- · Scope of program-types of facilities.
- Industry trends that give rise to major concerns.
- The scale of losses resulting from changes and claims. · Stages of a project-architectural and engineering.
- Components of the bidding documents.
- Recent claims-weaknesses in the documents?
- Project delivery methods-their impact.

#### Legal Issues:

- · Consultants' liability.
- · Owners' liability.
- · Contractors' liability.

#### Contracts-A Synopsis:

- · Contract forms.
- · Who is responsible for what?
- · Client/consultant agreements
- · Special consultants-their roles
- Owner/contractor agreements
- Contractor/subcontractor agreements

#### Inconsistencies In the Documents-An Owner's Perspective:

- Where do they start?
- · What do owners expect from their consultants?
- · Project initiation.
- · Planning and design stages.
- · Cost planning and cost control.
- · Document preparation and bidding stages.
- What do owners expect from contractors/subcontractors?
- Construction stages.
- · Construction modifications.

#### Shortcomings in the Documents- A Contractor's Point of-View:

#### . In the bidding documents.

- · During the contract award.
- In the "issued for construction" documents.
- · Instructions issued during construction. · Claims from contractors resulting from imperfect documents

- Difficulties In Producing the Documents- A Consultants Point of View - What Are They?
- What do consultants expect from owners.
- · Project Team-Owner/Consultants.
- The process of preparing drawings and specifications.
- · Cost planning and control.
- · Coordination with owner requirements.
- · Coordination with authorities.
- · Coordination with consultants.
- · Computer-aided design and drafting.

#### Reasons Why Change Orders and Delay Claims Happen:

- · Owner caused.
- · Design team caused.
- · Construction team caused.
- · As Found conditions.
- · Authorities having jurisdiction.
- · Logging of changes.

#### Setting Objectives: Where Do We Want to Go?

#### Avoid Problems - Drawings:

- · But first-what are they?
- · Demolition.
- Architectural and landscaping.
- Civil and structural.
- · Mechanical and Electrical.
- Specialty trades.

#### Avoid Problems - Specifications.

#### Here are some for discussion:

- · Supplemental conditions.
- · Instructions to bidders.
- Bid form(s).
- · Trade sections.
- · Coordination between sections/between drawings and specifications.

#### Avoid Problems - Bidding Documents.

#### Most have legal implications:

- Supplementary conditions.
- · Invitation to Bid.
- · Instructions to Bidders.
- Bid forms and attachments/alternate, identified, separate, unit prices, allowances.
- · Bid security forms.
- The information available to Bidders.
- · Inquiries-pre bid briefings.

# Avoid Problems - Construction Costs: Cost Planning and

- · Conceptual versus actual estimates.
- · Cost limit established.
- First cost plan prepared
- · Cost checks made through design development and preparation of drawings and specifications.
- · Identifying critical cost control measures.
- Document review for major cost-impact items.
- Final estimate and cost check (pre-bid estimate).

#### Cost Control During Bidding and Construction:

- General contractor selection.
- Assessing the often-unknown impact of the marketplace.
- · Cost analysis of bid.
- · Cost saving exercises.
- · Assessing substitutions.
- · Assessing the schedule of values and construction schedule
- Cost control of delays and changes

#### Selection of Professionals- Consultants and Contractors:

- · Excellence is the objective.
- Prequalification.
- Approaches/direct selection, invited, open competitions.
- Request for proposals/responses.
- Interviews/reactions.
- Evaluation criteria.

#### Owner Assessments of Documents:

- · Costs contingencies.
- Design and document reviews-creating an effective process
- · QA and /or QC requirements.
- · Contract modifications during construction.
- · Use of project site representative and/or construction manager.

"Evolving New Protocols" for improving the quality of construction documents. In preparation for day three, attendees will be divided into 3 teams.

Each team will be responsible for compiling a list of improvements for quality assurance and quality control procedures which the team believes should be implemented by owners and consultants.

# For this exercise assume that such protocols are not already in

- Team A Planning and design.
- Team B Drawings and specifications
- Team C Bidding, contract award and contract modifications.

Each team will be asked to give a 15-minute presentation on Day III Evolving New Protocols: How Do We Get There? Who Does What? Workshop Presentations and Related Discussions (Program Participants)

- Team A.
- Team B.
- Team C.

#### Planning and Design Stages-Being Right from the Start:

- Concepts that need to be understood by the entire design. team before the first line is drawn.
- Coordination between design team members.
- Use of checklists integrated into the design/contract. document quality assurance programs.
- Importance of design development
- Client signoffs at each design stage

#### Working Drawings - New Approaches and Better Uses of Those We Already Have:

- Starting point-approved design development documents.
- Evolving a systematic internal review process.
- Creating a team review process; 60%, 90%, 100% Incorporating design changes at this stage
- Involving project managers and field administration personnel from the early stages

- Increased interference studies and related coordination.
- Study the difficult details first, typically after.
- Third-party reviews.
- · Client signoffs.

# Specifications and Bidding Requirements - Consistency A

- · Integrated drawing and specification systems.
- Use of the internet for product selection.
- · Specification binders.
- · Meeting client's scheduling requirements.

#### Bidding, Contract Award and Construction Modifications:

- · Ensuring that the bidding period proceeds smoothly.
- Evaluating bids effectively.
- Preparing the contract correctly.
- Using the preconstruction meeting to advantage.
- · Issuing supplemental instructions clearly.
- · Reviewing quotations and time changes fairly.

#### Partnering - A Concept for Success:

- What is it?
- How is it implemented?
- Why a charter?
- Is the concept effective?

#### Summary - Keywords.

A list of keywords, phrases and concepts which evolved from this program will be assembled during the last 30 minutes of the program.

# Construction Management - Overview of Construction

- Claims & Disputes:
- · Contractor Claims vs Owners.
- · 4 major causes for claims.
- · Burden of Proof.
- Damages · Claims & Project Delivery Methods.
- · Claims Preparation & Analysis.
- · Dispute Resolution Methods.

- Early Warning Signs of Construction Claims & Disputes:
- · Bid & Proposal Stage. • Early Construction Phase.
- · Construction Phase.
- · Early Warning Signs for Owners. · Claims by Contractors.
- · Claim Documents.
- · Claims by Owners. · Construction Risk Areas.

### **Avoiding Claims - Best Practices:**

- · Best Practices for Owners.
- · Best Practices for Consultants.
- · Best Practices for Contractors.
- Questions and Answers and Feedback to Participants on - Achievement of Learning Outcomes.
- Concluding Remarks and Final Adjournment.
- END OF THE (3-day) TRAINING COURSE &THANK YOU!!!

Event Code: HIUDP(tw24)

# Hydrogeological Investigation in **Urban Land Development Projects**

(Book for 4 delegates and the 5th person attends at NO Cost)

**DELEGATE DETAILS** 

For online registration kindly visit our website www.bbs-events.co.za and complete the form

1	Full Name	Mr/Ms			
	Tel/Mob _				
	Email				
	_				
2	Full Name	Mr/Ms			
	Job Title _				
	Tel/Mob _				
	Email _				
3	Full Name	Mr/Ms			
	Job Title _				
	Tel/Mob _				
	Email _				
1	Full Name	Mr/Mc			
4		Mr/Ms			
	Tel/Mob _				
	Email _				
		ORGANISATION DETAILS			
	Company _				
	Address _				
	_				
	_				
	Tel _				
		AUTHORISATION			
	Registration is not valid without authorisation				
	Full Name Mr/Ms				
	Job Title _				
	Email _				

Signature

## **Registration & Enquiries**

#### **BLUE BUSINESS SOLUTIONS & EVENTS (GROUP)**

Physical Address: Wildfig Business Park, 1494 Cranberry St,

Honeydew, Johannesburg, 2170,

**Tel:** +27 65 609 9627 / **Fax:** +27 86 293 7740

Email: info@bbs-events.co.za Visit us on! www.bbs-events.co.za

# PUBLIC TRAINING:

Ш	Date:	28th - 29th	February 2024
---	-------	-------------	---------------

Venue: The Capital On The Park, Sandton, South Africa

■ NORMAL FEE, R7,499

BOOK & PAY, R6,599, Before the 24th January 2024 & avoid paying the

Standard Registration Fee.

Dates: 7th - 8th March 2024

Venue: The Capital Hotel, Cape Town, South Africa

# Online Training Course

# LIVE ZOOM: $\Box$

Date: 20th - 21st February 2024, Time: 9:00am to 5:00pm,

Maximum per class: 10 Delegates COST PER DELEGATE: R5,599

Proof of payment can be forwarded to: accounts@bbs-events.co.za

Do you require an invoice? yes / no

Contact details to which invoice should be sent (If different to above)

Email address:

### **COMPANY BANKING DETAIL:S**

Bank Name: First National Bank Account Type: Business Cheque Account

Name of Account: Blue Anchor Academy (Pty) Ltd

Account No: 624 726 36 243 Branch Code: 250955

Branch Name: Woodmead, Sandton

Swift Code: FIRNZAJJXXX

NBA: 250655

### CANCELLATION POLICY

### Policies and Term & conditions:

Delegate Cancellations: By completing this registration form, the client hereby agrees that Blue Business Solutions & Events (Group) will not be able to mitigate its losses for any less than 50% of the total contract value. Cancellations must be received in writing 10 days prior to the event.

Only cancellation made in writing and addressed for the attention of the Finance Director will be recognized by Blue Business Solutions & Events (Group). Cash alternatives will not be offered although delegate substitutes are welcome. Blue Business Solutions & Events (Group) reserves the right to change seminar arrangements without notice. This includes, but is not limited to, change of course content, course instructors, policies, or venue, we are also not responsible for covering airfare, hotel or other costs incurred by Registrants. In the Event that lue Business Solutions & Events (Group) cancel or postpone the event for reasons outside its control, Blue Business Solutions & Events (Group) reserves the right to transfer this booking to a replacement workshop to be held in the following six months, otherwise we do not provide funds for cancellations or postponement however you may provide substitute delegate/s at any time.

INDEMNITY: should for any reason outside the control of Blue Business Solutions & Events (Group), the venue or speakers change, or the event be cancelled due to act of any terrorism, extreme weather conditions, industrial action, Blue Business Solutions & Events (Group) shall Endeavour to reschedule but the client hereby indemnifies and holds lue Business Solutions & Events (Group) harmless from any costs, and expenses including attorney fees, which are incurred by the client. Copyright:

All intellectual property rights in the materials distributed by in connection with this event are expressly reserved and any unauthorized duplication, publication or distribution is prohibited.